

| | | | |
|---|--|------------------------------------|---------------------|
| MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE | | EFFECTIVE DATE 09/20/2004 | NUMBER 02.04.100 |
| SUBJECT TRAUMATIC INCIDENT STRESS MANAGEMENT PROGRAM | | SUPERSEDES 02.04.100 (12/04/00) | |
| | | AUTHORITY MCL 791.203 | |
| | | ACA STANDARDS 4-4071 | |
| | | PAGE 1 OF 3 | |

POLICY STATEMENT:

All Department employees who have experienced a traumatic incident shall be provided an opportunity to participate in the Traumatic Incident Stress Management Program (TISM).

POLICY:

DEFINITIONS

- A. Qualified Mental Health Professional - A physician, psychiatrist, psychologist, social worker, registered nurse or other health professional who is trained and experienced in the areas of mental illness and is licensed by the State of Michigan or certified to practice within the scope of his or her training.
- B. Traumatic Incident - An incident involving death, violence or serious injury which significantly impacts workplace operations and can reasonably be expected to cause employees to have a strong stress reaction that may interfere with their ability to function either at the time of the event or at a later time.

GENERAL INFORMATION

- C. The TISM Program is offered through the Employee Service Program (ESP) in the Office of the State Employer. The Program offers various services, including pre-incident education, situation assessments, on-site support, defusing and debriefing sessions, and follow-up assistance. Employee participation in the TISM Program is voluntary.
- D. Information concerning the TISM Program and services offered shall be made available to employees through the appropriate Human Resource office and the Department TISM Coordinator.
- E. Employees involved in a traumatic incident also may be referred on an individual basis to the ESP in accordance with PD 02.04.107 "Employee Services Program".

TISM PROGRAM COORDINATORS

- F. The Administrator of the Equal Employment Opportunity Office, Bureau of Human Resources (BHR), or designee shall serve as the Department TISM Coordinator. S/he shall be responsible for the overall management and coordination of the Department TISM Program, in conjunction with the State TISM Coordinator from ESP.
- G. Each Correctional Facilities Administration (CFA) institution and Field Operations Administration (FOA) Regional or Area Office shall have one person designated by the Warden or Administrator, as appropriate, as its local TISM Coordinator. The Administrator of the Bureau of Health Care Services also shall designate a local TISM Coordinator for each BHCS Region. The Department TISM Coordinator shall be the local TISM Coordinator for Central Office as well as BHR and CFA Regional Offices.

TISM DEBRIEFER SELECTION AND TRAINING

- H. The Department TISM Coordinator shall ensure that an adequate number of Department employees are

| | | | |
|-----------------------------------|------------------------------|---------------------|-------------|
| DOCUMENT TYPE POLICY DIRECTIVE | EFFECTIVE DATE 09/20/2004 | NUMBER 02.04.100 | PAGE 2 OF 3 |
|-----------------------------------|------------------------------|---------------------|-------------|

designated as TISM debriefers. An effort shall be made to select debriefers who represent a geographic balance throughout the state and represent a cross section of Department employees. The Department TISM Coordinator shall maintain a list of all Department TISM debriefers, their work telephone numbers and their work location.

- I. An employee who wants to become a TISM debriefer is to submit an application to the Department TISM Coordinator for approval. The application shall include a letter of recommendation and approval from the Warden or Administrator, as appropriate.
- J. The Department TISM Coordinator, in conjunction with the Office of Recruitment and Training, BHR, shall ensure adequate training is available to all TISM debriefers, including in-service training. A TISM debriefer who fails to attend or to satisfactorily complete required training may be removed from the list of approved TISM debriefers by the Department TISM Coordinator after consultation with the appropriate Warden or Administrator.

TISM DEBRIEFING SESSIONS

- K. A TISM debriefing session is a structured group meeting conducted by trained debriefers to assist in the participants' recovery process after being exposed to a traumatic incident. TISM debriefing sessions shall remain entirely separate from post-incident reviews conducted pursuant to PD 01.05.120 "Critical Incident Reporting".
- L. The number of debriefing sessions held and the number of debriefers required is determined by the number of employees needing to be debriefed. Except as set forth in Paragraph M, a TISM debriefing team should minimally consist of one Qualified Mental Health Professional and one support staff member. The Qualified Mental Health Professional or support staff member may be from another State agency if s/he is a member of the State TISM team and approved by the State TISM Coordinator and employing agency.
- M. If only one debriefer is available to conduct a debriefing session, the Department TISM Coordinator, in consultation with ESP, shall decide if the debriefing session will be conducted by that debriefer or rescheduled. If a debriefing session is conducted by a single debriefer, the debriefer must be a Qualified Mental Health Professional.
- N. Only TISM debriefers and participants in the debriefing session shall be permitted to attend a debriefing session; observers are not permitted.
- O. Employees attending debriefing sessions and debriefers required to travel to conduct debriefing sessions shall be considered to be on duty and compensated accordingly. Reimbursement for any extraordinary costs (e.g., plane fare) shall be paid only with prior approval from the appropriate Executive Policy Team (EPT) member.
- P. The privacy and confidentiality of what is revealed in a debriefing session shall be respected. Information shared by debriefers and participants shall not be disclosed to third parties except where abuse of a child or a vulnerable or incapacitated adult is suspected, when a participant is expressing threats to himself/herself or to another identified person, where the security of the facility or work unit is at risk, or where public safety is at risk. In such cases, the Qualified Mental Health Professional acting as the debriefer shall notify appropriate individuals.
- Q. Debriefing sessions shall not be recorded in any manner, including in writing.

Scheduling a TISM Debriefing Session

- R. Employees or collective bargaining unit representatives who want a debriefing session scheduled shall contact the Department TISM Coordinator through the appropriate local TISM Coordinator. The

| | | | |
|-----------------------------------|------------------------------|---------------------|-------------|
| DOCUMENT TYPE POLICY DIRECTIVE | EFFECTIVE DATE 09/20/2004 | NUMBER 02.04.100 | PAGE 3 OF 3 |
|-----------------------------------|------------------------------|---------------------|-------------|

Department TISM Coordinator shall consult with appropriate personnel at the work location where the debriefing request originated to determine if a TISM debriefing session should be scheduled and obtain the approval of the State TISM Coordinator, as required. A TISM debriefing session is not to be scheduled without the approval of the appropriate EPT member or designee.

- S. If it is determined that a TISM debriefing session is not appropriate, the Department TISM Coordinator and State TISM Coordinator shall determine if any alternative TISM Program services should be offered or if a referral to ESP should be made.
- T. If a TISM debriefing session is approved, a session shall be scheduled within 72 hours of the incident or as soon as it is feasible to assemble the TISM debriefing team and participants. TISM debriefing sessions shall be held at the worksite and, to the extent possible, during the regular work hours of the participants. Separate debriefing sessions shall be held for line staff and supervisors/administrators if recommended by the Department TISM Coordinator in consultation with the State TISM Coordinator and approved by the appropriate EPT member or designee. The Department TISM Coordinator shall notify ESP and appropriate collective bargaining unit representatives whenever a TISM debriefing session is being scheduled.
- U. The local TISM Coordinator shall be responsible for logistical arrangements at the work site where the debriefing session will be conducted. The Department TISM Coordinator shall contact Department TISM debriefers whose work sites are as close as possible to the work site at which the debriefing session will take place to conduct the debriefing session. The appropriate Warden or Administrator shall make every effort to release TISM debriefers to conduct debriefing sessions.
- V. Notice of a scheduled debriefing session shall be posted in an area accessible to all staff at work sites where the incident occurred and where the debriefing session is to be held. The appropriate Human Resource office also shall notify those employees who were involved in the traumatic incident but are not working at the time of the posting of the scheduled debriefing session and shall provide information concerning the TISM Program to all staff who were involved in the incident but are not participating in the debriefing session.

OPERATING PROCEDURES

- W. Operating procedures are not required for this policy directive.

AUDIT ELEMENTS

- X. A Primary Audit Elements List has been developed and will be forwarded to the BHR Administrator, FOA Regional Administrators and Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:08/17/04